



ITAS Team
 Bernie 713-3028 x168
 Lita 713-3000 x131
 Charlie 713-3028 x145
 Marilyn 713-3000 x133
 Larry 713-3028 x135
 Ken 713-3028 x146

CCMA Web

The address for the CCMA website is: <<http://ccmaserver.nos.noaa.gov>>. You can also access it through the NCCOS Homepage <<http://www.nos.noaa.gov/Programs/ncos.html>>. Work will continue on the CCMA Web Site as additional data and information are made available. Bernie Gottholm is overseeing the development and contents. Kevin McMahon and Larry Claflin are the web administrators. Team Leaders are asked to review the present contents and respond to Bernie, Kevin and Larry with comments and/or additions. Kevin will work with the following teams: CCMA Headquarters; Coastal Monitoring Team; Bioeffects Team; Regional Monitoring Team; Coastal Ecosystem Assessment and Information Team; and the Information Technology and ADP Support Team. Larry will work with the Physical Characterization and Remote Sensing Applications Team; the Remote Sensing Development Team; and the Biogeographic Characterization Team. Direct any questions to B. Gottholm (713-3028 x168).

Telephones

Changes to the phone numbers for CCMA personnel and NCCOS Headquarters personnel on the 9th floor are expected to be completed in early July. A new phone directory will be compiled and distributed to all personnel. Direct any questions to Bernie Gottholm (713-3028 x 168).

Virus Protection

Remember to upgrade your anti-virus protection. Charlie and Lita notify everyone as new anti-virus upgrades become available. The instructions on how to perform the upgrade for your particular machine is spelled out in detail, usually via an email. Do not ignore these upgrades or put them off. If you are not sure or need help - ASK!

Please..... If something seems suspicious, report it to the ITAS Team immediately.

SAS Upgrade/Licenses

The new licensing agreement for SAS is to be cleared by the General Counsels Office sometime this month. In the meantime, we have received the CD's from EPA to begin the upgrades. Direct any questions to L. Claflin (713-3028 x135).

Photoshop for Windows

CCMA has purchased two copies of Photoshop for Windows users. These have been keyed and are available to CCMA personnel. Direct any questions to Lita Katz (713-3000 x131).

ArcView Upgrade

Upgrades for ArcView have been ordered and will be available soon. Users will be notified via email when they become available.



Forms

Commonly used forms have been placed on the CCMA MacServer. They are located on the pub directory in a Folder named Forms. Several variations exist: PDF form-fillable which can be used with either Acrobat Reader or Acrobat Exchange (platform type does not matter); non-fillable PDF forms; Word Perfect; Informed (which is Mac platform only); and others (PageMaker, Word, Trueform, etc.). You must drag them to your desktop to use (they are read only on the server) and save. If you have a problem or question or if you have a form that you need added, call Bernie (713-3028 x168).

Additional forms are available on the Geocoast server using Informs from Novell

(Windows users). It is located on the S: (SERVEDPC:) drive like all other shared Windows and DOS programs. Setup instructions are in S:\Help Files\Informs Installation.txt. If you need a form which is not in the directory S:\Informs\Forms, contact Lita Katz (713-3000 x131), who will call Elite Federal Forms to get a copy if available.



Software Licensing

Since many software licensing agreements are still shared between the former ORCA groups, SPO and CCMA, we are planning to meet and discuss how these will be shared/distributed and how future agreements are handled. As long as we are sharing some of the same servers, it is more cost efficient to both groups to continue to share the expense of some of these licensing agreements. Questions should be directed to either Lita Katz (713-3000 x 131) or Charlie Parker (713-3028 x 145).



Equipment Failures

CCMA management has been receiving requests for computer hardware upgrades to replace used and failed equipment. When requests are being made for hardware upgrades or replacement of failed equipment it is necessary to state in writing the reason for the request (i.e., upgrade or replacement for failed equipment). CCMA management needs this information in order to make appropriate resource allocation decisions. A brief statement explaining the immediate and long-term impact the denial of your request will have on your team's work would aid in management's decision.



Property Transfer

As yet, no property has been transferred from SPO/SEAD to CCMA. Marilyn King conducted a thorough inventory the week of June 28th and submitted to Peter Grose. We are now waiting for the "official" paperwork to be submitted. In the meantime, everyone is reminded NOT to move or remove equipment from where it is presently located. If there is an absolute necessity to move something make sure you check with Marilyn first (713-3000 x 133).

CCMA Administrative Guidelines

Purchases

Purchases of computer hardware/software need to be cleared through the ITAS Team. Before going to H. Stanford the following is required on the routing slip: For any related PC purchases clear through L. Claflin. For any MAC related purchases clear through C. Parker. Also, most CD-435 equipment purchases require clearances through both NOAA Property Management and the ADP Initiative Contact for CCMA (presently B. Gottholm). Non CD-435 purchases, such as credit card, still need internal CCMA ITAS clearances as stated above. In addition, you will be required to fill out the DOC Personal Property System (PPS) Acquisition Record for those items purchased as well as all appropriate warranty information and documentation required and to provide originals/copies to either Charlie or Larry depending on the type of purchase. More information will follow on this subject as CCMA administrative guidelines are adopted. In the meantime if you are not sure - ask.

Removal of Property from Work Location

CCMA employees are reminded that under NO circumstances is property (if not sure what constitutes property - ask. Yes, software IS property) to be removed from the premises without the following:

OF-7 PROPERTY PASS - at present, C. Parker, L. Claflin, and Hal Stanford are the only ones authorized to sign these for CCMA. This allows the employee to remove CCMA property from the building.

NOAA FORM 37-40 PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT - this form is new. This form is usually used for equipment that is used at home. The employee signs to acknowledge accepting responsibility for the property and that it is to be used in the performance of their job. This form needs to be signed by A. Robertson. Again, see Charlie, Larry or Bernie for details - these forms must be kept on file so hand them in after obtaining the proper signatures.

Day-to-Day Computer Assistance

We understand that to you, your problems are number one. However, in the scope of things within CCMA your problem just may not be priority one for the ITAS Team. We have one resident "Mac expert" and one resident "Windows expert" and yet, there are some things that even they need others help with. Also, these are the same people who administer the servers and network systems within CCMA. To try to alleviate backlogs for assistance we ask that the following be used as a guideline:

For initial PC related problems speak to Marilyn King - DO NOT go directly to Lita. Marilyn can remedy most headaches that come up in your day-to-day activity. Marilyn will determine whether or not Lita's assistance is required.

For initial Mac related problems speak to Ken Davis - DO NOT go directly to Charlie. Ken will determine whether the next level of expertise is warranted (that next level is Bernie - you had better hope that Ken can help!).

We'll try this and see how it goes. But please remember, we now have almost twice as many people as before to assist yet the body count for Mac and PC expertise has decreased..... not increased.

If you have any concerns or want to discuss something give Bernie a call (713-3028 x168) or drop by (#10116).